



**City of Nashua**  
**Community Development Division**  
City Hall, 229 Main Street, PO Box 2019  
Nashua, New Hampshire 03061-2019

Community Development 589-3095  
Planning and Zoning 589-3090  
Building Safety 589-3080  
Code Enforcement 589-3100  
Urban Programs 589-3085  
Economic Development 589-3070  
Conservation Commission 589-3105  
FAX 589-3398  
[www.gonashua.com](http://www.gonashua.com)

**LEAD PAINT PROGRAM APPLICATION**

**INVESTOR OWNED PROPERTIES**

Property Address: \_\_\_\_\_

Contact person for this application: \_\_\_\_\_

Telephone: \_\_\_\_\_ ☐ E-Mail: \_\_\_\_\_ ☐

Cell Phone: \_\_\_\_\_ ☐

*Please check the box for the best method to contact you*

**Some Important Notes:**

- You must own the property to apply to this program
- Please inform us if you have a second mortgage on your property or if there is a lien on the property
- If more than 50% of the residence is used as a daycare, it is not eligible

**\*\*Please DO NOT contact any lead paint inspectors/risk assessors or deleaders, we will assist you with this\*\***

**TENANT INCOME LIMITS**  
**(The income of only those who reside at the property is considered)**

The Grant Program is required by HUD to meet certain income percentages for investor-owned properties. In general the following conditions apply:

Multi-family properties:

One half of the units must be rented to tenants whose income does not exceed 50% AMI

The remaining units must be rented to tenants whose income does not exceed 80% AMI

If the property has five or more units, 20% of the units may be rented to tenant's whose income exceeds 80% AMI

Examples:

4 unit building – 2 units with tenants at or below 50% AMI, 2 units with tenants at or below 80% AMI

10 unit property – 4 units with tenants at or below 50% AMI, 4 units with tenants at or below 80% AMI & 2 units at any income (exceeding the limits)

Single-family properties: Tenant's annual household income cannot exceed 80% of area median income (AMI).

Please note, Program staff will determine if the income levels of each property qualify.

**HUD Income Limits**  
**(based on household size)**  
**City of Nashua, NH**

	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
50% of median - very low income	31,500	36,000	40,500	45,000	48,600	52,200	55,800	59,400
80 % of median - low income	44,800	51,200	57,600	64,000	69,100	74,250	79,350	84,500

Effective date 3/10/2009. Income limits are published by HUD on an annual basis and subject to change.

**Instructions for Filling Out Application**

1. Please fill in each section of the application completely
2. Submit the following documents with your application. We cannot process your application until we receive all of the required information. The following is a checklist for your convenience:

\_\_\_\_\_ Copy of Deed (may be available online – please check with program staff)

\_\_\_\_\_ Proof you do not reside at property, such as vehicle Registration or utility bill

\_\_\_\_\_ Copy of current Insurance Policy (Declaration Page) and proof of payment

\_\_\_\_\_ Completed tenant packets for each occupied rental unit w/ proof of income

Depending on the type of assistance you qualify for, additional documents may be required.

## PART ONE

### Owner/Property Information

How did you hear of this program? \_\_\_\_\_

List each person on the deed below

Owner(s) Name	Social Security #	Home Address	Contact #

Type of property (check one): Single-family ☐ Two-Family ☐ Three-Family ☐ Four-Family ☐ Other \_\_\_\_\_

Unit # (or address)	Rent Charged	Total # of Rooms (Include kitchens/baths)

\*Please list additional units on back of page

Year the Property was built: \_\_\_\_\_ Date of Purchase: \_\_\_\_\_

Please list below any mortgage(s) on the property. Indicate if NONE.

\_\_\_\_\_ \$ \_\_\_\_\_  
Mortgage company name Monthly Payment

\_\_\_\_\_ \$ \_\_\_\_\_  
2<sup>nd</sup> Mortgage company name Monthly Payment

Are your real estate taxes up to date? Yes ☐ No ☐

Are your water and sewerage bills up to date? Yes ☐ No ☐

Are there any liens against the property? Yes ☐ No ☐

If yes, explain: \_\_\_\_\_

Have you been ordered to delead by the City, State or any other agency? Yes ☐ No ☐ (if yes, please include a copy of the notice)

## PART TWO

### Program Agreement/Information

All personal information you provide will be used solely to determine eligibility for this program and/or reporting purposes and will be kept strictly confidential.

Please read the following terms carefully:

**ONCE THE LEAD INSPECTION/RISK ASSESSMENT HAS BEEN PERFORMED DO NOT PERFORM ANY WORK ON THE HAZARDS IDENTIFIED.** It is illegal for unauthorized individuals to perform lead abatement.

#### **Program Requirements:**

If the property qualifies, a Licensed Lead Inspector/Risk Assessor will perform an inspection at your property. The level of work required will depend on the hazards identified.

If you qualify for a GRANT, you will be required to sign an agreement that the property will be rented to low-income households for at least three (3) years and that you will give preference to families with children under six (6) years of age.

A credit report for each owner may be obtained from a credit-reporting agency.

Funds will be reserved in both your name and the Contractor's name for the purpose of paying the contractor. You must be available to sign the check within 24 hours. All payments will be made through this office.

You hereby grant permission to the City of Nashua's Lead Paint Program to obtain any further information necessary to determine your eligibility. This information may be obtained from any source named in this application.

Properties that have a child with an elevated blood level or a child under the age of six (6) may be assisted before a property with none.

All properties that receive assistance through this Program will be added to the City's website as part of a lead-safe housing registry. The property address and owner's name(s) will be listed. Please check here if you would like to include a contact number for interested renters: ☐ Contact #: \_\_\_\_\_

#### **Relocation during deleading work:**

State and Federal regulations may require temporary relocation while work is being performed on the interior of a unit. If this is the case, your tenants may have to temporarily move out. **The average time is 14 working days.** The exact time depends on the size and condition of the unit and/or the nature of the lead hazards. Before tenants are allowed to move back in, samples will be taken for lead dust levels throughout the unit. The NLPP is available to assist you and your tenants in the relocation process, however it is your responsibility to ensure each tenant fully understands what is expected of them, has relocated and prepared their unit properly. It is advised that tenants temporarily relocate with family or friends, or if possible, be rotated through an unoccupied unit.

**Unit preparation:**

Each household will receive detailed instructions of how to prepare their unit.

**Non-Liability of personal injury/damage:**

I will indemnify and hold the City of Nashua, Division of Community Development's Lead Paint Program and its officials harmless against any claims for injury or damage of any kind to persons or property occurring or arising during this program.

By signing this application you: Attest that the information contained herein is true and complete to the best of your knowledge and belief; Agree to the terms of the program; acknowledge that you have been given EPA's lead safe pamphlet, "Protect Your Family from Lead in your Home"; and that submission of this application does not guarantee you will receive assistance.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Owner

Date: \_\_\_\_\_

<p><b>WARNING:</b> Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.</p>
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**Attached is an extra copy of these terms, please tear off and keep the next two pages.**

**PART TWO**  
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**KEEP FOR YOUR RECORDS**

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